

2010/2011 Performance and salary review – General timetable

Please note: the final timetable with specific dates will be available online in July 2010.

Month	Performance review activity	Salary review activity
July	Begin Performance Review process - Employees write accomplishment reports - Initial discussions - Review document completion - Obtain second level review and approvals	Deadline for promotion & equity adjustment recommendations
August		Web-based presentation on FY11 salary review process available Excel spreadsheet, salary review increase matrix and guidelines/conventions to division/section/center offices
September	Begin communicating performance and salary review outcomes to employees	All division/section/center pay increase spreadsheets returned to HRS/Comp; resolve outstanding issues; ensure expenditure totals are within expected tolerances. Deliver payroll authorizations to division/section/center offices
October	Review discussions with non-exempt employees Review discussions with exempt employees All review documents (completed and signed) to Employee Relations	Pay increases implemented into Peoplesoft (HR and Payroll databases) DOE pay increase expenditure report for FY10 and FY11 salary review completed